



Human Resources Newsletter

March 2003 News

• The Governor approved effective 3/3/2003 the following job studies which have been pending since August 2002:

- CCCD Administrative / Assistant Administrator
- Compliance Programs
- Environmental Impact
- Intermodal Transportation
- Real Estate
- Safety and Compliance

• These job studies will become effective 3/3/2003. Human Resources will notify affected appointing authorities shortly on what paperwork will be necessary to effect the pay/title changes.

• **Technical / Scientific (TS) Pay Schedule** : Still pending governor approval.

• **360 Degree Feedback Program** : DOTD will sustain the program with current subjects (Executive Staff and District / Section Heads). The feedback will be requested every two years.

• **Now available on HR Web site:**

- DOTD's Affirmative Action Plan
- HR Reference Guide

• **Coming soon on HR Web Site:**

- SF-3 "How To" Manual

• **Merit Increases for Employees on Military Leave:** Employees on extended absence for military purposes will be granted merit increases regardless if PPR is completed. For specific information, call Stephanie Ortis at 225-379-1289.

• **Performance Planning and Review Policy (PPM 55) Revisions : PPM 55, revision dated 01/28/2003, had included the following:**

- Added responsibility for Rating Supervisor now required to prepare close-out rating if warranted. (Refer to Item 11 for details.)
- Clarification to indicate that DOTD Reviewer has the authority to change a rating if appropriate.
- Policy clarification to reflect that employees who receive an overall rating of "Needs Improvement" or "Poor" are ineligible for promotion, merit increases, etc., even if the rating is "Unrated" due to untimeliness.
- CS Rule 10.4(c) requires that the employee be officially notified of such "Unrated" rating and the reason for the rating must be documented on the PPR form.
- Close Out Sessions - Refer to item 11, PPM 55 (revision dated 01/28/2003).
- The PPR forms on downloadables (HR web site) have been recently updated in MS Word format to allow typing on-line. PPR forms are also available on Lotus Notes (Contact Stephanie Ortis at 225-379-1289 for specifics).



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What's New, What's Hot (continued)

- DOTD's remaining Spring Engineering and Information Technology Career Fair will be held at the University of New Orleans on Tuesday, March 11, 2003.
- Applications for the Summer Engineering Student Program are being accepted Friday, April 25, 2003. Because the number of vacancies available through the State is limited, applications will be processed on a first-come-first served basis. To be eligible, a student must be registered full-time with a Louisiana University and classified as a junior or senior in Civil Engineering. Students will be allowed to work a maximum of forty (40) hours per week for eleven (11) weeks from June 2 to August 15. Juniors will be paid \$7.00 per hour, and seniors will be paid \$9.00 per hour. A student employment application, [SF-10D](#) may be downloaded from the DOTD web site. Mail application to be received by April 25, 2003, to Ms. Janice Drake, Recruiting Program Manager, LA DOTD, P. O. Box 94245, Baton Rouge, Louisiana 70804-9245 or send via e-mail to jdrake@dotd.state.la.us.
- The Seventh Annual Celebration of March, Career Month in Louisiana. Governor Mike Foster has once again proclaimed March as Career Month at the request of LSU Career Services. The purpose of Career Month is to create a partnership between Louisiana employers and educators in bridging the gap between education and the world of work. The Department is partnering with Scotlandville Magnet High School. Our event, Career Day will take place on Friday, March 28.

Special Events

- March 4 - Mardi Gras holiday
- March 6 - HQ Employee Recognition Ceremony, 9 a.m., HQ auditorium
- March 11 - Civil Service Commission Meeting
- March 12 - New Employee Orientation for HQ B.R.
- March 17 - St. Patrick's Day
- March 18 - SCHR Meeting (8 a.m. to noon)



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HR Unit Updates

Personnel Management Unit

• Structured Interview Assistance and Interview Evaluation: Stephanie Ortis is available to assist in the following areas :

- Provide Structured Interview Assistance / Guidance to all DOTD managers and supervisors on how to develop structured interview questions ensuring that the interview questions developed will lead To selection of the most qualified candidate.
- Human Resources has a binder of sample interview questions, for various positions within the Department, that is available upon request.
- Conduct Interview Evaluations to evaluate the DOTD managers and supervisors on their current interviewing skills, and, provide feedback with recommendations for any improvement, if needed.
- Training: Human Resources will be conducting the following mandatory training :

- Preventing WorkPlace Violence (03/27/2003)
- Substance Abuse Training for Supervisors (04/24/2003) - for newly appointed supervisors. Notification and specifics are forthcoming.
- All employees are reminded of PPM No. 17. It provides information on Educational Leave and Tuition Reimbursement for college courses that are pertinent to your job.
- The Human Resources Section is looking for suggestions / ideas on how the HR web site can better serve you. Any ideas, email Ranzy Montet at rmontet@dotd.state.la.us or phone at 225-379-1293.

Employee Relations Unit

- The American Lung Association is offering a free smoking cessation program to employees in the Baton Rouge area. For further information, contact Dee Everett at 225-379-1239.

Operations Unit

- On-line DOTD Pay Plan updated to reflect new pay levels for DOTD jobs in Protective Services (PS) and Technical / Skilled Trades (WS) Pay Schedule.
- The movement of affected employees from GS to WS pay Schedules is 67% complete. HR appreciates your patience!